STATE OF MAINE VENDOR SELF SERVICE

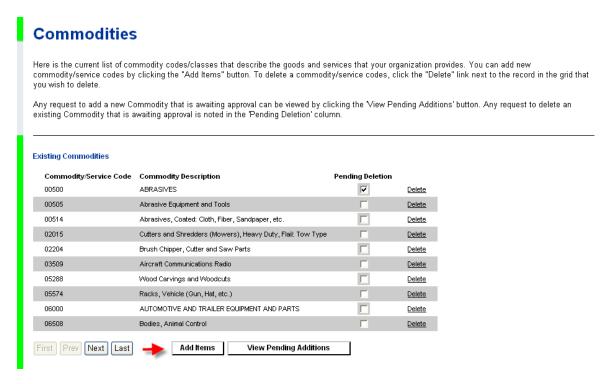
ACCOUNT MAINTENANCE

When you log into the site with your userid & password the page will open up to **Account Summary.** From the tabs shown you can see where you can change your addresses; contacts, passwords and add commodity codes to your profile.

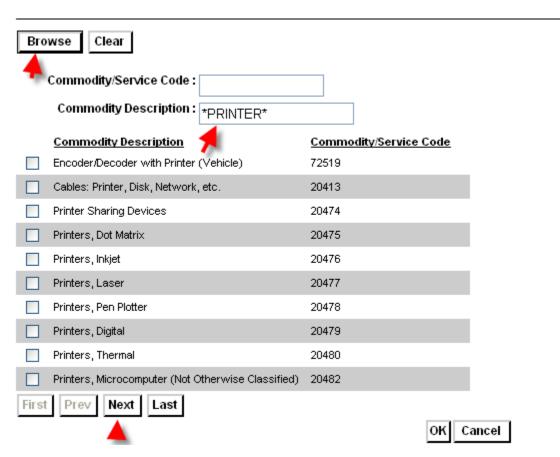
Keeping your e-mail address and commodity codes updated in your profile will assure that you will receive e-mail notifications from the system when RFQs (bids) that you would be interested inare posted.



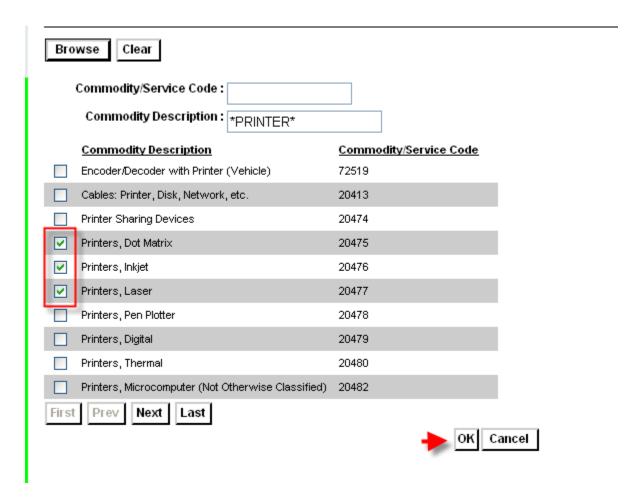
Adding Commodity Codes: in the sample below you will see that I already have commodities in my profile but I want to add more so I would click on the Add Items button.



If you do not know the commodity code of the item you want to add, choose the Commodity Description to look for the item by name. Best way to do this is to use the * wildcard on both sides of the word. Doing that will bring up all lines that have the word specified in that line. For this example I am going to but in *printer* and then I'm going to click the Browse button.

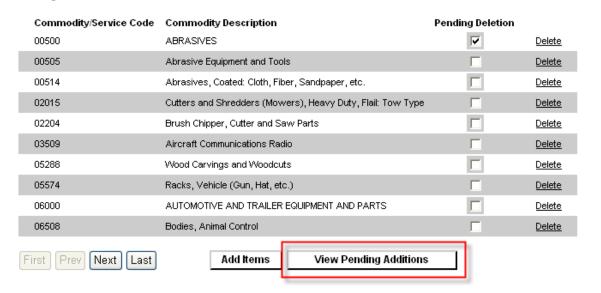


On 10 lines will show up at a time so you can check what you want and click on next to bring up the next selection. Once you have selected all the items you want click the Ok button.



Click the "View Pending Additions" button to display your pending changes.

Existing Commodities



View Pending Additions - Commodities

Here are your new commodities awaiting approval.

Commodity/Service Code	Commodity Description	Status
03155	Hand Tools, Air Conditioning and Heating Service Type (Inclu	Pending Approval
06562	Mobile Service and Lubrication Bodies	Pending Approval
07059	Trailers, Custom: Personnel, Food Service, Equipment, Refrig	Pending Approval
08065	Service Awards, Specialty Type	Pending Approval
16530	Dispensers: Aluminum Foil, Plastic Wrap, Food Service Glov	Pending Approval
16569	Racks, Dispensing (Food Service)	Pending Approval
16589	Table Coverings, Food Service	Pending Approval
20475	Printers, Dot Matrix	New Change
20476	Printers, Inkjet	New Change
20477	Printers, Laser	New Change
First Prev Next Last		

I had several other changes that I had made in addition to adding items. Once you see all the changes you asked for click on the Back button to return to the page. An hourly batch job will run to send the changes over to the State side which will then be automatically approved and another hourly batch job will run to update your profile.

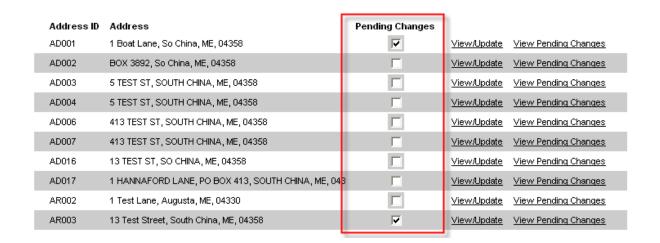
Addresses – If you want to edit an existing address you would click the View/Update link on the address line you want to edit.



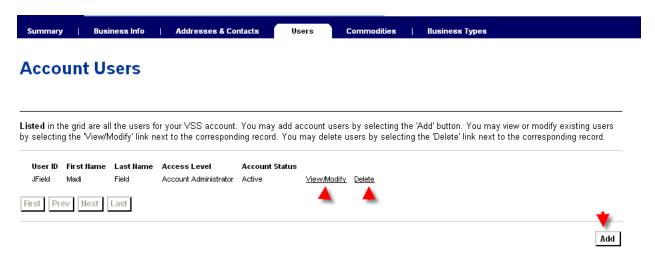
View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates en A modified address will be validated according to postal standards. Review the changes and choose either the address you entered of the onvalidated. Save Delete Cancel Address Information Address ID: AR003 *Street 1: 13 Test Street Street 2: *City: South China *State/Province: Maine *Zip/Postal Code: 04358 'Country: United States County: 'Phone: 207-624-7334 Ext: XXX-XXX-XXXX

Notice the Pending Changes column with the addresses that had been edited. These also require the necessary batch jobs to be run.



Users – You can edit/add/or delete users by clicking on the Users Tab. Again, to edit a user you must click on the View/Modify link to edit the user. If you want to add a user just click on the Add button but make sure you click on save. All changes require the batch jobs to be run before you see the changes in your account profile.



For Account Maintenance help or password resets, please call the State of Maine IT help desk at (207) 624-7889 or email VSS.helpdesk@maine.gov.